



Guatemala City, Guatemala

## **NOTARIAL SERVICES IN GUATEMALA** **2013**

U.S. consular officers may perform notarial services similar to those performed by a notary public in the United States. Such services include taking acknowledgments of signatures on documents for use in the U.S., taking affidavits and protests of negotiable papers, taking depositions, and certifying true copies. In addition, U.S. consular officers may authenticate the signatures of Guatemalan officials and certain professionals (such as doctors, lawyers, veterinarians, and sworn translators) who are registered with the Consular Section. As explained below, a Guatemalan Consulate in the United States must notarize the signatures of U.S. officials that need to be authenticated for use in Guatemala.

Authentications of Guatemalan signatories cost \$50, acknowledgments of signatures and oaths cost \$50 each, and true copies cost \$50 each. Fees must be paid in cash in either dollars or the Quetzales equivalent. Bring the original document and identification (passport or ID) to the American Citizens' Services Section, window #1, from 8 a.m. to 12 noon. Authentications of signatures will be ready the same business day at 2:30 p.m. All other notarial services are done while you wait.

### **Notarial Services and Guatemalan Consulates in the United States**

Guatemala has an Embassy in Washington, D.C., and has Consulates in Chicago, Los Angeles, Houston, Miami, New York, San Francisco, and other cities across the USA. Americans who need U.S. documents (such as birth, marriage, divorce or death certificates, police certificates/reports, etc.) notarized by a Guatemalan Consulate in the United States should directly contact the Consulate closest to their home in the United States. Once the Guatemalan Consulate has notarized the U.S. document, the Guatemalan Foreign Ministry in Guatemala City must authenticate the

signature of the Guatemalan consular officer for the document to be legally valid in Guatemala.

U.S. court documents must be triple certified to be valid in Guatemala. The chain of authentication is as follows: the judge signs the document(s); the clerk of the court certifies the judge's signature; and a Guatemalan consulate legalizes (authenticates) the signature of the clerk.

### **Official Guatemalan Consular Offices in the United States**

Washington, DC  
Embassy of Guatemala  
2220 R Street, N.W.

Washington, DC 20008  
(202) 745-4952 to 54  
Fax: (202) 745-1908

Miami, FL  
Consulate General  
1101 Brickell Ave,  
Suite 1003-S  
Miami, FL 33131  
(305) 679-9945

Houston, TX  
Consulate General  
3013 Fountain View, Suite 230  
Houston, TX 77057  
(713) 953-9531

New York, NY  
Consulate General  
57 Park Avenue  
New York, NY 10016  
(212) 686-3837

Los Angeles, CA  
Consulate General  
3540 Wilshire Blvd  
Suite 100  
Los Angeles, CA 90010  
(213) 365-9251/52

San Francisco, CA  
Consulate General  
785 Market Street  
Suite 400  
San Francisco, CA 94103  
(415) 896-9181

Chicago, IL  
Consulate General  
200 N. Michigan Avenue  
Suite 2350  
Chicago, IL 60601  
(312) 540-0781 Fax: (312) 540-0897

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